



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20030051

OPEN: 03/26/03

CLOSE: 05/07/03

THIS IS A PERMANENT POSITION.

POSITION VACANT: Operations Manager, AD-340-4. Annual salary ranges from \$80,690 to \$125,747.

LOCATION: Office of the Director, Office of Polar Programs, Polar Research Support Section.

BARGAINING UNIT STATUS: This position is included in the bargaining unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement Article VII.

AREA OF CONSIDERATION: All Sources.

THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE

Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for appointments of more than one year.

DUTIES AND RESPONSIBILITIES: The Polar Research Support Section (PRSS) is responsible for planning, budgeting, and overseeing the logistical and operations support for the U.S. Antarctic Program (USAP). This includes: direct field and laboratory support for 150-180 Antarctic field research grants; operation, engineering and construction needed to maintain three permanent Antarctic stations; oversight for the operation of two ice breaking research vessels; development of specialized computer and communication infrastructure; and coordinating the airlift and sealift that comprise the Antarctic logistics infrastructure. The incumbent's primary responsibility will be to assist the Systems Manager in developing budgets and tasking to insure smooth conduct of year-round operations of the supporting infrastructure and facilities of the three USAP permanent stations, including the associated airfields, ground transportation networks, vehicles, piers, fueling systems and depots and the staging facilities located in Punta Arenas, Chile, and Christchurch, New Zealand. The Operations Manager assists in the evaluating the performance of supporting contractors and other government organizations for the implementation of each season's tasks and recommends improvements and changes. The incumbent will also develop, negotiate, review and help oversee contracts, inter-agency memoranda of agreement, cooperative agreements, and proposals that are developed or submitted to provide engineering or other technical advice to improve or develop new operating systems. The Operations Manager reports to the Systems Manager and has the following specific responsibilities:

- Coordinate development of the annual and long-range program plans for sustaining and improving the operations of the infrastructure necessary to support the USAP.
- Provide day-to-day oversight of the operation of supporting infrastructure and facilities.
- Work with other PRSS and Antarctic Science Program managers to insure operating requirements are reflected in infrastructure development, and to integrate operational support requirements associated with science, logistics, construction, information technology, DoD and government agencies.
- Review financial reports from the major support entities for which the incumbent has oversight responsibilities to insure expenditures are consistent with operational activity.
- May serve as member of the Performance Evaluation Committee for the prime USAP support contract.

- Develops statements of work for contracts, cooperative or memoranda of agreements as needed to complement/supplement existing technical, engineering, and construction expertise to develop, sustain or improve USAP infrastructure operations.
- Provides technical direction to the prime support contractor in the areas of infrastructure operation and/or development.
- Serves, when needed, as the National Science Foundation Representative in Antarctica. In that capacity the incumbent:
 - Coordinates science and NSF contractor requirements with the Commander, Support Force, Antarctica to carry out the operational support plan to insure successful field support. Reports to NSF/OPP when operational units are not making a reasonable effort to fulfill the objectives of the U.S. Antarctic Program.
 - Implements regulations in conservation and land management and ensures compliance with permits issued for collecting biological specimens and other regulatory measures affecting persons working in Antarctica under the auspices of the National Science Foundation.
 - Coordinates with the NSF Science Representative to assure the USAP meets support requirements for all domestic and international Antarctic research programs.

QUALIFICATIONS REQUIRED: Applicants must possess a Ph.D. or equivalent experience in civil, mechanical, structural engineering or facilities operations and management. In addition, applicant must have at least six years of research administration, and/or experience managing complex operations. Appointment is contingent upon satisfactory completion of a physical examination according to the standards used for USAP medical screening for travel to Antarctica.

QUALITY RANKING FACTORS:

1. Skill in planning, managing, completing, overseeing, and critically evaluating operations, taking corrective action, and resolving operational issues.
2. Skill in applying technologies to the development of infrastructure related to operations.
3. Ability to develop annual and long-range plans including budget estimation, development, and accounting for expenditures.
4. Skill in implementing contracts, MOAs, and cooperative agreements, including negotiating statements of work, cost, and performance evaluation.
5. Skill in negotiating and resolving issues with equivalent or higher ranking levels of management in the military, civilian Federal service, and private sectors.

BASIS FOR RATING: Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Quality Ranking Factors. Current performance appraisal, letter(s) of recommendation, and awards may also be used in the evaluation process.

CONDITIONS OF EMPLOYMENT: Appointment to the position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year trial period may also be required.

HOW TO APPLY: You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). You must also submit a current Performance Appraisal or letter(s) of recommendation from professionals who can comment on your capabilities. In order to ensure full consideration, it is recommended that you submit a supplemental statement that specifically addresses how your background and experience relate to each Quality Ranking Factor listed on this announcement.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: ♦ Your country of citizenship. ♦ Your social security number. ♦ Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits

earned and indicate whether they are semester or quarter hours. ♦ Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. ♦ If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. ♦ The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20030051. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Myra Loyd, on (703) 292-4369. For technical information, contact Pawnee Maiden, Office of Polar Programs at (703) 292-8030. Hearing impaired individuals may call TDD (703) 292-8044.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A
HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: 7/31/2005

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- | | |
|---|---|
| 01 - Newspaper (specify) _____ | 10 - Federal, State or local job information center |
| 02 - Contact with NSF Personnel Office (Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or Veterans Administration |
| 03 - NSF-initiated personal contact | 12 - State employment office |
| 04 - Science Magazine, or other professional journal or magazine (specify) _____ | 13 - School or college counselor or other official |
| 05 - Affirmative Action Register | 14 - Private job Information service |
| 06 - Attendance at conference, meeting or job fair (specify) _____ | 15 - Private employment service |
| 07 - NSF recruitment at school or college | 16 - Friend or relative working at NSF |
| 08 - Colleague referral | 17 - Friend or relative not working at NSF |
| 09 - NSF Bulletin | 18 - NSF website |
| | 19 - Internet or other website |
| | 20 - Other (specify) _____ |

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide information on your disability status by circling the appropriate category below:

- 1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;
- 6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

.....
FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER